TATA TRUSTS

Role Details		
1.	Role	Program Manager – Primary Care
2.	Program	Health
3.	Location	Mumbai / Delhi
4.	Reporting Manager	Head – Health
5.	Nature of Employment	Fixed Term Employment for 3 years
6.	Grade Equivalent	5 or 6

Brief Job Description:	
1.	**Design & Strategy -** To document the project/ grant proposals, project reviews and periodic monitoring of the related projects in Primary Care domain. Ensure regular grant releases, identification of sector priorities, opportunities for collaborations, contributing to health strategy.
2.	**Coaching / Mentoring the Pos -** Guide PO (Primary Care) in day-to-day activities while contributing to Organizational Leadership Pipeline. To liaise with other thematic projects of the Trusts to ensure synergies and to improve efficiency.
3.	**Institutions –** as seeded by the Trusts leading the evaluations, strategic alignment of institutions such as India Health Fund, Health System Transformation Platform. Ensuring fund flows and programmatic input planning.
4.	**Owner of Internal Processes -** MIS, LFA, Fluxx , Internal Audit,and AWP related processes .
5.	**Grant Reviews -** To assist the Theme Head in reviewing grant requests, and partnership opportunities. To be SPOCs for academic medical institutions and medical research organizations (National and international)
6.	**Internal reviews -** To participate in the review meetings and to attend to the tasks assigned by the management.

Stakeholders	
Relationship (within organization)	Health team-members, Functions
Relationship (Outside Organization)	Central and State Governments, NGOs, national and international academic and scientific organizations.

Job Specifications

Knowledge:
• Basic understanding of Indian public systems.
• Ability to guide community healthcare.

Competencies & Skills:
• Analytical
• Strategic thinker
• Excellent written and verbal communication skills

• Influencing
• Collaborative

Experience:
• 12+ years of post-qualification, relevant work experience in Primary Care settings in Public Health Organizations/ Academic Medical Institutions.

Qualification:
• MD/ MBBS + (MBA/MPH/MHA)(Essential)
• Qualified in Quality Frameworks such as NABH, NQAS, JCI etc. (Desirable)